

FILED : *Records*
RETURN TO

RECORDS SERVICES DIVISION

26 May 1954

Chief, Records Systems Branch

Chief, Records Management Division

Status of Area Records Officers Under the Emergency Plan

1. In accordance with my conversation with you on 25 May, please proceed to make the necessary arrangements for all Area Records Officers to be included in the Emergency Plan. If, for some reason, the offices you contact do not think that it is feasible for the Area Records Officer to be included in the Emergency Plan, some procedure should be developed so that the person now designated will know about the Vital Materials Program and how references can be obtained when necessary.

2. This idea could be developed in connection with the meeting you are planning to discuss the Vital Materials Program with Area Records Officers.

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